

MARYLAND MORTGAGE PROGRAM (MMP)
POST-CLOSING COMPLIANCE CHECKLIST
FOR GRANT ASSIST AND RATE ASSIST LOANS WITH NO MCC

Submit 1st Post-Closing Compliance Documents to Lender-OnLine via EDOCS

1. PLEASE PRINT LEGIBLY OR TYPE

2. ALL APPLICABLE BLANKS MUST BE COMPLETED

3. FILES ARE REQUIRED TO BE SUBMITTED IN THE CHECKLIST ORDER

4. UPLOAD FILES TO LENDER ONLINE VIA EDOCS: <https://lol.dhcd.state.md.us>

EDOCS Training Instructions:

<http://mmp.maryland.gov/Lenders/Webinar%20Presentations/EDOCS.pdf>

CDA Reservation No.: _____ - _____ - _____ Lender No: _____
 (Lender no.) (Sequential loan #)

Borrower: _____
 Last Name First Name Credit Score

Co-Borrower: _____
 Last Name First Name Credit Score

Property Address: _____ City: _____, MD Zipcode: _____

County: _____ Census Tract No.: _____ Targeted Area: Yes___ No___

Manner in which title will be held: ☐ Sole Owner ☐ Joint Tenancy ☐ Tenants by the Entirety

Housing Type: ☐ Detached ☐ Duplex (1/2) ☐ Townhouse ☐ Condo-Garden ☐ Condo-High Rise
☐ PUD ☐ Modular

Property: ☐ Existing ☐ New Construction Year Built _____

Loan Type: ☐ FHA ☐ VA ☐ RHS ☐ Conventional UNINSURED ☐ Conventional **INSURED**

PMI Company: ☐ Essent Guaranty ☐ Genworth ☐ MGIC ☐ Radian Guaranty ☐ Arch
☐ National Mortgage Insurance Company

Program Code#:

Loan Amt: \$_____ Term: 30 years Points: _____ Interest Rate: _____. ____ %

*Purchase Price: \$_____ *Acquisition Cost: \$_____ Appraised Value: \$_____

****6% Grant Amount: \$_____** 4% Grant Amount: \$_____

Estate will be held in: ☐ Fee Simple ☐ Leasehold/Annual Ground Rent: \$_____

Reservation Date: ____/____/____ **Closing Date:** ____/____/____

Lender Name: _____ Person Submitting: _____

Direct Phone #: (____) _____ - _____, Ext.: _____ Fax: (____) _____ - _____

E-mail address: _____

*original values for these fields to be completed on Lender Online Reservation screen and this checklist for all Refinance Programs

**For Maryland Opportunity 6% Grant Program Only

| | | LENDER √ and include or "N/A", if not applicable |
|--------------------------------------|---|--|
| 1. | MMP/MHCP Post-Closing Compliance Checklist | |
| 2. | Primary Mortgage Insurance-Guarantee/Commitment Certificate (Conditional Commitments are not acceptable) | |
| 3. | PROOF OF SALE OF REAL PROPERTY OR PREVIOUS RESIDENCE | |
| | • Settlement sheet or Deed showing transfer | |
| | • Proceeds from sale accounted for in liquid assets | |
| 4. | Final 1003 Loan Application - signed | |
| 5. | Notice to Borrower for Calculation of Potential Recapture Tax | |
| 6. | Closing Disclosure <u>for first mortgage loan</u> | |
| MARYLAND 6% OPPORTUNITY GRANT | | |
| | • Final 1003 Loan Application – signed (6% Grant amount must be reflected on the 1003 and must total the amounts shown on the closing disclosure.) | |
| | • Closing Disclosure (2% AND 4% GRANTS MUST BE LISTED AS TWO SEPARATE LINE ITEMS UNDER SECTION L: "MD CDA's Affordable Subsidy 2% Grant" and "MD CDA 4% Grant") | |
| | • Applicable Grant Agreement (the Grant Agreement for the Maryland Mortgage Grant Assist Program) | |
| MARYLAND GRANT ASSIST | | |
| 7. | | |
| | • Final 1003 Loan Application – signed (4% Grant amount must be reflected on the 1003 and must be identical to amount shown on the closing disclosure) | |
| | • Closing Disclosure (Must reflect 4% Grant) | |
| | • Applicable Grant Agreement (the Grant Agreement For the Maryland Mortgage Grant Assist Program) | |